Mantid PMB Meeting  
Minutes of Meeting 3  
3 October 2013, 1500-1700

Present: Jon Taylor, Nick Draper, Anders Markvardsen (Secretary), Mark Hagen, Thomas Proffen (Chair), Sean Langridge, Toby Perring, Thomas Rod

Apologies: Galen Shipman

# Matters arising from the minutes and actions

The minutes of the last PMC meeting were accepted. Actions 2.1-3 done and reports distributed.

For the software list produced as part of 2.3:

**Action ND to list which software is used by Mantid**

# PM report to the PMB

PM report: <https://github.com/mantidproject/documents/blob/master/Project%20Management/PMB/PM%20report%20to%20the%20PMB%2003%20October%202013.doc>

Proposed joint SSC and develop meeting at SNS was discussed. This included: 1) possible clashed of dates, including US holidays. 2) Agreed to invite collaborators and interested partners to the development workshop. 3) ISIS will cover the cost of travel for scientists and SNS/ISIS share the cost of travel of ISIS Mantid developers.

Update to risk registry, where Russell is investigating joint hosting options.

Mantid paper was discussed, where Andrei is leading this. DOIs discussed.

**3. Updated Mantid governance document**

PM report: <https://github.com/mantidproject/documents/blob/master/Project%20Management/PMB/Open%20Source%20Scatering%20Software%20Governance%20Model.doc>

To be given further direction at next PMB meeting.

**Action SL+others to comment on governance document**

# AOB

None.

# Next Meeting

End of SNS meetings in January.

# New and Ongoing Actions

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| --- | --- | --- |
| 3.1 | To list which software is used by Mantid | ND |
| 3.2 | To comment on governance document | SL+others |
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# Completed Actions

Completed actions will remain in this list for one meeting then will be removed.

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| --- | --- | --- |
| 2.1 | Expand on PM’s Open Source Gov doc and distribute around as appropriate | ND+MH |
| 2.2 | To work on doc for new purpose of SSCs. This action may be done as part of Action 2.1 | ND+JB+MH+others |
| 2.3 | write 1-2 page report listing software critical/important to SNS/ISIS users | MH+JT |
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